

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 7 October 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks pending.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

a. CONIF Activity: The final week of the 1986 fiscal year (FY) was an extremely busy one for the CONIF staff. A total of 489 contracts and 445 amendments was entered into the system during this period. The CONIF staff worked a total of 252 hours over their regularly scheduled hours to keep abreast of the high volume of work. In spite of the increased workload, office activity flowed very smoothly. The Chief, CONIF is currently working on preliminary statistics for this office, as well as Procurement Division, OL, and other elements. When this data has been compiled, efforts will once again focus on solving ongoing problems that had been temporarily set aside. *No*

b. Industrial Review Panel (IRP) Activity: The Chief, Procurement Management Staff (PMS), OL, attended an IRP meeting on 2 October to review security files of contractor personnel under consideration for Agency clearances. As in the previous session, all requests for clearances were denied, with one exception, because of the security risks derived from the information presented with each case. *AS*

c. Training Activities: Training orientation was provided to four new Contract Officer Interns (COI), as well as to several procurement officers with questions regarding their training requests.

Efforts to put together a "Training at a Glance" profile on each procurement employee are almost complete. Work is also being done on compiling and updating data on procurement-related courses to be incorporated into a revised training manual for all procurement personnel. These endeavors are part of the staff's FY 1987 MBO training initiatives. *No*

STAT The FOCI segment of the "Contract Process" course is to be changed, with the coordination of [] prior to 23 October. *AS*

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? Why aren't they going to LETS.

SUBJECT: OL/PMS Weekly Report for Period Ending 7 October 1986

d. Personnel Activities: Two applicants, with potential interest in working in the procurement process, were interviewed by OL/PMS during the past week. X/O

A new COI was interviewed and temporarily assigned to OL/PMS during this past week. She will remain in the office until she completes her initial Career Trainee briefings with various elements in OL and other related components.

3. Significant Events Anticipated During the Coming Week:

a. OL Planning Conference: The Acting Chief, PMS/OL will be attending a 2-day planning conference with other OL management officials in Fredericksburg on 7 and 8 October. X/O

b. Personnel Assignment: On 9 October, [] will commence his new assignment in OL/PMS. He is completing his current duties on the Directorate of Intelligence Contract Team. X/O

c. Coopers and Lybrand (C&L) Briefing: On 9 October, the Acting Chief, PMS/OL will brief the Director of Logistics and other senior OL managers on the C&L report and its implementation. The briefing package has been prepared for OL review prior to the scheduled briefing of the Associate Deputy Director for Administration on 14 October and the Deputy Director for Administration on 29 October. ✓ X/O